

## **JPL Visiting Postdoctoral Scholar**

1. Obtain the following and include in an interoffice memorandum from the technical division manager addressed to the Chief Scientist:
  - Name of proposed appointee
  - Institutional mailing address
  - Length of appointment (**up to one year, renewable for up to 3 years**)
  - Proposed start date (if known)
  - Evidence of completion of PhD (or equivalent).
  - Notice of prospective or existing award(s) from sponsoring institution.
  - Proposed appointee's research plan
  - Benefits of research and collaboration
  - Current curriculum vitae
  - Publication list
  - Ability of the host to serve as a research mentor, as evidenced by an established record of publications and successful proposals.
2. Forward the completed IOM to Academic Liaison for review. The Liaison will forward package to the Office of the Chief Scientist for signature.
3. If approved, the Office of Chief Scientist will provide prospective appointee with a Letter of Invitation as a JPL Visiting Postdoctoral Fellow.

### **Important Notes:**

Appointee must provide proof of health and accident insurance, minimum of \$50,000/incident, \$10,000 for medical evacuation, and a deductible not to exceed \$500/accident or illness. (Additionally, foreign nationals must obtain repatriation insurance for a minimum of \$7,500).

Appointee will be on-boarded as an affiliate, and their relationship to Caltech/JPL will be as a volunteer, not as a JPL employee. The performance of any services for Caltech/JPL shall NOT, for any purpose whatsoever, or in any way or manner, create an employer-employee relationship. For foreign national appointees, NASA assignment, (host/hire) approval must be obtained prior to arrival.

Appointee is required to sign Caltech/JPL Patent Agreement.

Host Division is responsible for all support arrangements, for the duration of the appointment. These include, (but not limited to), Office space, Technical and administrative support, Computer Access/Lease, (Charge-backs), and all on-boarding, (badging, Security briefings, safety training, etc).

# Sample Memorandum

JET PROPULSION LABORATORY

INTEROFFICE MEMORANDUM

TO: Chief Scientist

FROM:

SUBJECT: Request for appointment of xxxx as a JPL Visiting Postdoctoral Fellow.

**Name of proposed appointee:**

**Institutional mailing address:**

**Length of appointment:**

**Proposed start date:**

**Proposed appointee's research plan:**

**Benefits of research and collaboration:**

**Attachments:**

- Evidence of completion of PhD (or equivalent) and notice of prospective award or existing award(s) from sponsoring institution.
- Current curriculum vitae.
- Publication list.

Concurrence: \_\_\_\_\_  
Section Manager

Concurrence: \_\_\_\_\_  
Division Manager

cc. Academic Liaison